

**Appointment Type:**  
**Working Time:** On Call  
**Reference Code:** 21088i  
**Opening Date:** 03/10/2010  
**Closing Date:** 03/25/2010

## **On Call Correctional Officer 1 - Monroe Correctional Complex**

**\$16.61- \$20.65 hourly (Range 41)**

### **Agency Information**

The Department of Corrections is seeking highly motivated and qualified individuals for the position of On-Call Correctional Officer 1 at the Monroe Correctional Complex in Monroe, WA.

NOTE: Individuals selected as on-call correctional officers must be available to work all shift schedules including days, evenings and nights, as well as weekends and holidays. These posts provide opportunity for shift rotations in living units, observation towers, control booths and perimeter patrol. An on-call position can open the door to opportunities for growth and promotion into a permanent correctional officer position.

### **EMPLOYMENT WITH THE DEPARTMENT OF CORRECTIONS**

Whether the work is inside a prison, in community corrections or in an administrative office, Washington State Department of Corrections# professional staff experience a high degree of personal satisfaction knowing they are creating environments in which all offenders can learn to make choices that contribute to a safer society. For more information about DOC, visit [www.doc.wa.gov](http://www.doc.wa.gov).

MONROE CORRECTIONAL COMPLEX (MCC) is located on 365 acres approximately 16 miles southeast of Everett. The complex consists of five institutions that house adult male offenders from minimum to super- maximum custody levels. MCC offers state-of-the-art on-site academy training for men and women to prepare for a Correctional Officer career and progress toward the numerous opportunities for advancement. In addition to opportunities for experienced correctional officers to participate on specialty teams such as Emergency Response Team, Crisis Negotiation Team, and Honor Guard. Motivated MCC officers are equipped with the tools to promote as instructors, correctional counselors and many other careers.

DOC offers:

- # Rewarding and exciting careers
- # Flexible schedules
- # Comprehensive compensation packages
- # Training and development opportunities
- # Tuition reimbursement
- # The fulfillment of public service

For more information please visit: <http://www.doc.wa.gov/jobs/benefitssummary.asp>.

### **Duties**

Be a positive role model for offenders and work to help them become productive members of society from the day they arrive under your supervision. Use psychology and good communication skills to correct and counteract criminal thinking of offenders while maintaining safe confinement environments for offenders to pursue a successful re-entry into communities. The successful candidate for Correctional Officer 1 will possess creative thinking, self-confidence, strong role-modeling and good conditioning.

In an adult correctional facility, Correctional Officers provide safety and security, and assist in controlling, directing, and monitoring the activities and movement of adult offenders. This includes maintaining security of the institution and controlling movement into, out of and within the institution in accordance with established department methods and procedures.

Correctional Officers must successfully complete Correctional Worker Core (CWC), a six-week academy for all correctional workers employed in DOC prison facilities. We know that managing difficult people takes more than force. It takes observation, knowledge, skills and continual practice. Every DOC employee is provided with initial training designed to help assure safe working conditions. In addition, officers participate in the Correctional Officer Achievement Program (COACH), a unique in the nation, comprehensive, year-long, structured on-the-job training program for new correctional officers. In COACH, new officers continue to build on the skills and knowledge they learned in the CWC. With the supervision and coaching of Correctional Sergeants and Job Coaches, new officers gain competency and fluency in the core skills needed to perform duties of a correctional officer. 46 college credits are earned during CWC and COACH.

For more information on CWC visit <http://www.doc.wa.gov/jobs/core.asp>

For more information on COACH visit <http://www.doc.wa.gov/jobs/coach.asp>

## **Qualifications**

High school diploma or GED, and a valid driver's license.

Note: The ability to carry a firearm is required; pre-employment process includes drug testing, and psychological evaluations.

The Correctional Worker Core Academy will require a certain level of physical ability.

## **Special Notes**

Agency Mission:

The mission of the Department of Corrections is To Improve Public Safety.

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs Division, and Health Services Department. The Department employs over 8,100 staff and has a biennial budget of approximately \$1.8 billion.

For additional information about the Department of Corrections, please visit [www.doc.wa.gov](http://www.doc.wa.gov).

All Department of Corrections' employees are fingerprinted for a criminal history background check. Employees work with offenders in a potentially hazardous setting. Please consider this when deciding whether to apply. The pre-employment process may include drug testing.

Tuberculosis is a priority health issue for Department of Corrections' employees. Periodic skin tests are required for all health care providers and those who transport known/suspected Tuberculosis patients. Testing is voluntary for all other employees. When positive tests result, further testing and treatment may also be required. Employment is not contingent upon test results.

All positions in this classification are included in a Union Shop that requires employees to become members within thirty (30) days of employment.

## **Other Information**

CORE Competencies for all Employees:

Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, Ethics and Integrity.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment, please call (253) 680-2733 or (888) 727-9925.

## How to Apply

**For job seekers who are not permanent state of Washington employees:**

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter NB00021088\* and click on Start Search.
5. Click on the link On Call Correctional Officer 1, Monroe, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

### Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail [Information@dop.wa.gov](mailto:Information@dop.wa.gov).